

The Add Eligibility Batch page will be displayed.

Type the name of the new batch or your first batch in the Please enter the Name of the new Batch field.

Note: Identify your batch name in a way that is most helpful to you.

Click **Add Batch**.

A prompt will appear verifying that you would like to add a new batch.

Click **OK** to add the new batch.

Batch Title: **New Batch**

Type the subscriber ID in the **Subscriber ID** field.

* Subscriber ID :

Subscriber Last Name :

Subscriber First Name :

Patient Account Number :

* Subscriber Birth Date(MMDDCCYY) :

* Issue Date(MMDDCCYY) :

* Service Date(MMDDCCYY) :

* Indicates Required Field

The Add Subscriber page will appear.
Note: Fields designated with an asterisk (*) are required. Non-asterisk fields may be necessary for processing.

Type the **subscriber ID** in the Subscriber ID field.

The Add Subscriber page will appear.

Note: Fields designated with an asterisk (*) are required.
Non-asterisk fields may be necessary for processing.

Batch Title: **New Batch**
Date Created: 11/07/2005
Batch Status: **New**
Subscribers In Batch: 0

Type the subscriber birth date in the **Subscriber Birth Date** field (use MMDDCCYY format).

* Subscriber ID :

* Subscriber Birth Date(MMDDCCYY) :

* Issue Date(MMDDCCYY) :

* Service Date(MMDDCCYY) :

* Indicates Required Field

The Add Subscriber page will appear.
Note: Fields designated with an asterisk (*) are required. Non-asterisk fields may be necessary for processing.

Type the subscriber birth date in the **Subscriber Birth Date** field (use MMDDCCYY format).

Batch Title : **New Batch**
Date Created : 11/07/2005
Batch Status : **New**
Subscribers In Batch : 0

* Subscriber ID : 12345698A12345
Subscriber Last Name :
Subscriber First Name :
Subscriber Birth Date(MMDDCCYY) :
* Issue Date(MMDDCCYY) :
* Service Date(MMDDCCYY) :
* Indicates Required Field

Type the issue date in the **Issue Date** field (use MMDDCCYY format).

Add Subscriber Cancel

Type the issue date in the **Issue Date** field (use MMDDCCYY format).

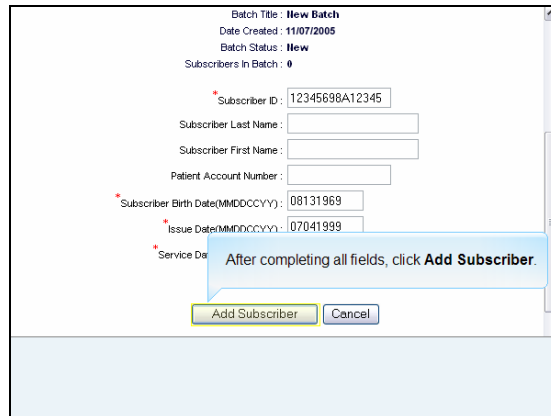
Batch Title : **New Batch**
Date Created : 11/07/2005
Batch Status : **New**
Subscribers In Batch : 0

* Subscriber ID : 12345698A12345
Subscriber Last Name :
Subscriber First Name :
Subscriber Birth Date(MMDDCCYY) :
Issue Date(MMDDCCYY) :
* Service Date(MMDDCCYY) :
* Indicates Required Field

Type the service date in the **Service Date** field (use MMDDCCYY format).

Add Subscriber Cancel

Type the service date in the **Service Date** field (use MMDDCCYY format).

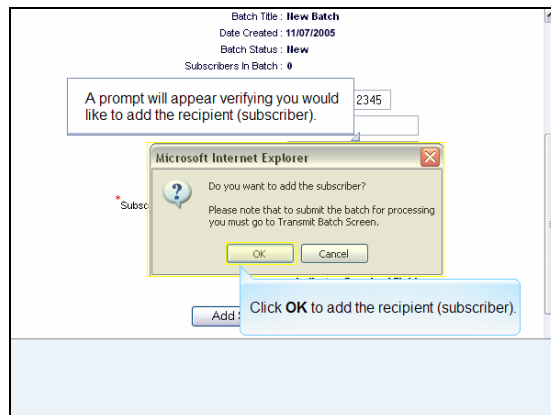


Batch Title : **New Batch**
Date Created : 11/07/2005
Batch Status : **New**
Subscribers In Batch : 0

* Subscriber ID : 12345698A12345
Subscriber Last Name :
Subscriber First Name :
Patient Account Number :
* Subscriber Birth Date(MMDDCCYY) : 08131969
* Issue Date(MMDDCCYY) : 07041999
* Service Date :

After completing all fields, click **Add Subscriber**.

After completing all fields, click **Add Subscriber**.



Batch Title : **New Batch**
Date Created : 11/07/2005
Batch Status : **New**
Subscribers In Batch : 0

A prompt will appear verifying you would like to add the recipient (subscriber).

* Subscriber ID : 12345698A12345
Subscriber Last Name :
Subscriber First Name :
Patient Account Number :
* Subscriber Birth Date(MMDDCCYY) : 08131969
* Issue Date(MMDDCCYY) : 07041999
* Service Date :

Microsoft Internet Explorer

Do you want to add the subscriber?
Please note that to submit the batch for processing you must go to Transmit Batch Screen.

Click **OK** to add the recipient (subscriber).

A prompt will appear verifying you would like to add the recipient (subscriber).

Click **OK** to add the recipient (subscriber).

The Add Subscriber page will appear again with blank fields.
Remember: A batch must include at least two recipients (subscribers) and can be a maximum of 99 subscribers.

Repeat the Add Subscriber steps for each recipient (subscriber) until all are added as needed.

Click **Add Subscriber**.

Click **OK** to add the subscriber.

Once all subscribers have been added to the batch, click the **Transmit Batch** link from the navigation bar on the left-hand side of the page.

Navigation Bar (Left):

- Billing Tips
- Contact Us
- Account Management
 - Subscriber
 - Transmit Batch
 - Print Batch
 - Print Batch List
 - Download Print File
 - Add Batch
 - Delete Batch
 - List All Batches
 - Help on Data
 - Transaction Services
 - Login
 - Exit

Form Fields:

- Batch Status: New
- Batch: 2
- ID:
- Subscriber First Name:
- Patient Account Number:
- Subscriber Birth Date(MMDDCCYY):
- Issue Date(MMDDCCYY):
- Service Date(MMDDCCYY):

Buttons: Add Subscriber, Cancel

Message: Subscriber 32165498A74125 Added.

Once all subscribers have been added to the batch, click the **Transmit Batch** link from the navigation bar on the left-hand side of the page.

Transmit Batch

You are logged in as **My CA**

Click the **Select Sort Order of Downloadable Print File** arrow and select the order for the downloadable print file.

The Update all Service Date field is optional and allows you to update all service dates at once.

Update all Service Date:

Select Sort Order of Downloadable Print File:

Buttons: Transmit, Cancel

The Transmit Batch page will appear, displaying the batch information for verification.

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The Update all Service Date field is optional and allows you to update all service dates at once.

Click the **Select Sort Order of Downloadable Print File** arrow and select the order for the downloadable print file.

The screenshot shows a web form titled "Transmit Batch". At the top right, there is a search icon and a "My CA" link. Below the title bar, a status message reads "You are logged in as : XXX123456". The form contains the following fields and options:

- Service Provider Number : XXX123456
- Information Receiver Name : SMB test
- Batch Title : New Batch
- Date Created : 11/07/2006
- Batch Status : New
- Subscribers In Batch : 2
- Update all Service Date: [text input field]
- Select Sort Order of Downloadable Print File: [dropdown menu]
- [Transmit] button

The dropdown menu for "Select Sort Order of Downloadable Print File" is open, showing the following options:

- Select sort order -----
- Select sort order -----
- Subscriber ID
- Subscriber Last Name
- Patient Account Number

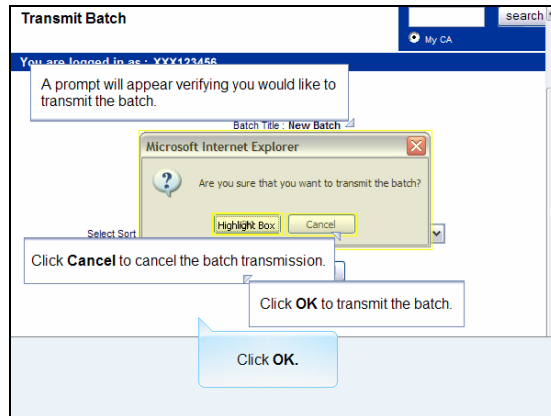
This screenshot is identical to the one above, but includes callout boxes with instructions:

- A blue callout box pointing to the "Transmit" button says: "Click **Transmit**."
- A white callout box pointing to the "Transmit" button says: "Click **Transmit** to transmit the batch."
- A white callout box pointing to the "Cancel" button says: "Click **Cancel** to cancel the batch transmission."

Click **Cancel** to cancel the batch transmission.

Click **Transmit** to transmit the batch.

Click **Transmit**.



A prompt will appear verifying you would like to transmit the batch.

Click **Cancel** to cancel the batch transmission.

Click **OK** to transmit the batch.

Click **OK**.

Batch	Type	Transmitted	Time	Response Received
Beth_Test	Web	11/02/2005	11:30:02	Response Received
Beth2	Web	11/04/2005	11:37:54	New
ChS_Demo_updt	Web	03/18/2004	09:15:09	Response Received
EQ_Test	Web	10/26/2005	13:35:01	New
EQ_test_batch	Web	11/04/2005	10:28:13	New
EQ_test_batch_2	Web	11/04/2005	11:00:08	Response Received
HJ	Web	02/19/2004	12:00:04	Response Received
john_test	Web	10/12/2004	14:30:15	Response Received

1 to 10 of 30 Records [View Next Records](#)

To maintain a batch, please select the batch by clicking on the batch title.

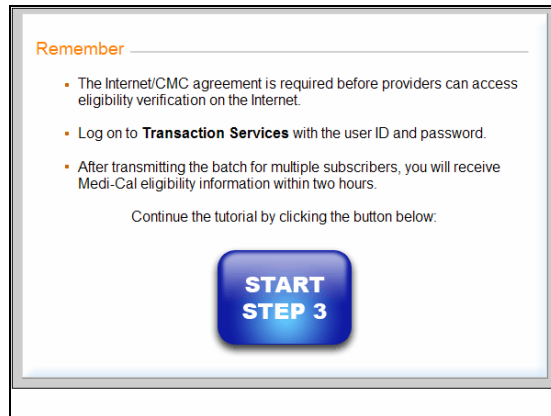
Subscriber ID: [Find Batch](#)

The List All Eligibility Batches page will appear showing the batch title, type, date, time, and status of each batch. This completes your multiple subscriber batch transmission. You will receive Medi-Cal eligibility information within two hours. The process of checking recipient (subscriber) eligibility for multiple subscribers will be explained in Step 3.

The List All Eligibility Batches page will appear showing the batch title, type, date, time, and status of each batch.

This completes your multiple subscriber batch transmission. You will receive Medi-Cal eligibility information within two hours.

The process of checking recipient (subscriber) eligibility for multiple subscribers will be explained in Step 3.



Remember

- The Internet/CMC agreement is required before providers can access eligibility verification on the Internet.
- Log on to **Transaction Services** with the user ID and password.
- After transmitting the batch for multiple subscribers, you will receive Medi-Cal eligibility information within two hours.